



# CONTRACT USER GUIDE



## How to Use PRF46, Management Consultants, Program Coordinators and Planners Services Statewide Contract

**Contract #:** PRF46

**Contract Duration:** 12/28/2010 to 12/31/15

**MMARS #:** PRF46\*

**Options to renew:** None

**Contract Manager:** Sorraia Tavares - 617-720-3304 [sorraia.tavares@state.ma.us](mailto:sorraia.tavares@state.ma.us)

**This contract contains:** Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO) Prompt Payment Discount (PPD) Programs

### Contract Summary

Contract awards are for specialized services such as: Economics, Education, Engineering, Health and Social Services, Strategic Sourcing, Transportation, Financial Services, Energy, and the Environment. The contract may be expanded or further limited to the types of services which may be covered or required in the future. This may be done either by amendment or by "open enrollment" at any time during the term of the contract, including any extension periods when it is determined to be in the best interests of the Commonwealth.

### Benefits and Cost Savings

- Maximum rates have been established for reference against an RFQ, Quick Quote or any negotiations;
- Soliciting quotes from at least three vendors is required prior to issuing an order\*;
- Savings achieved through Statements of Work (sub-agreements) with listed deliverables & budget limits;
- Project Based Pricing, using contract hourly rates, will include all related ancillary project services;
- Ancillary costs in a Statement of Work cannot be exceeded once established and agreed upon;
- Vendors have local, regional, national and international experience;
- Vendor client base includes small and large clients who have a local and national presence;

\*Exemption to this requirement has to be given by the Contract Manager for very specialized services.

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

**Eligible Entities:**

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;

03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options (All Categories)

**Purchase Options:** Purchases made through this contract will be direct outright purchases.

### Compensation Structure/Pricing & Expenses:

**Negotiations:** Hiring Entities are entitled to negotiate down the maximum rates provided under this contract. Hiring entities should never pay higher rates than the maximum rates under this contract.

**Maximum rates** include: price charged for an individual's work, materials including copying and printing, ALL TRAVEL considerations, communications costs, overhead rates, overtime – including weekend and holidays, and other ancillary charges. Rates charged for "work per \_\_\_\_" are based on Individual per hour; and Individual per day.

**Project Based Pricing:** Contractors might be asked by a Hiring Entity to provide a project based price instead of what has been established by the maximum billing rates provided under this contract, however, the basis of a project based price will be predicated on the "work per \_\_\_\_" basis referenced herein. Under such requests contractors **must include** any and all ancillary services in the project price. Hiring Entities under no circumstance will pay additional invoices related to project based procurement.

**Payments:** The Hiring Entity may require work be paid in increments, as agreed upon deliverables are completed. All billing must be addressed to and with the Hiring Entities providing a breakdown of costs as required.

**General Quotes:** Hiring Entities are **required** to solicit quotes from at least three contractors prior to issuing an order. Exemption to this requirement has to be given by the OSD Contract Manager for very specialized services.

## Additional Information

### Important Facts for Buyers:

**Statement of Work (SOW) Requirements:** This is a solution-based contract, the type of services and scope of work, will be generated on a case-by-case basis in a sub-agreement as the SOW. Contract users are required to use the posted SOW or their department's equivalent version before starting any project with a vendor. A copy of SOW can be located in the "Attachments" tab of each MBPO in COMMBUYS.

**Business References:** The Hiring Entity may require business references, as deemed appropriate.

**Bonding:** might be required and must be clearly declared in the SOW.

**Rate Sheet:** Ceiling Rates for all vendors can be located in the "Attachments" tab of each MBPO in COMMBUYS.

## How to Purchase from PRF46 MBPO through COMMBUYS

- This contract was awarded to 51 vendors and there are 39 active vendors in COMMBUYS. Each vendor contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. The list of active vendors and their respective COMMBUYS MBPO number is below.
- PRF46 requires hiring entities to solicit quotes from at least three vendors prior to issuing an order. Exemption to this requirement has to be given by the OSD Contract Manager for very specialized services.
- To facilitate quote requirements, please follow the guidance below on **How to Create a Bid from Scratch**
  - Create an Open Market Bid with “Purchase Type”→ **“Open Market”** and “Bid Type”→ **“Open”**
  - On the Bidders Tab, click the **“Restricted”** button and enter each bidder's ID from the MBPO for this Statewide Contract.
  - Under the “Items” tab, create a new item using the same commodity/ UNSPSC code as the relevant item on the MBPO for this Statewide Contract.
  - Include specific product requirements for the order as an attachment and/ or as part of the item description(s).
  - Send the bid for approval
  - Once approved send out the bid to obtain quotes from bidders
- Once the bid has been evaluated and awarded, you will need to follow the steps below for instructions on **How to Create Release Requisitions** and place orders against the awarded bidders' MBPO in COMMBUYS.

### Once Logged into COMMBUYS, select DOCUMENTS > REQUISITIONS > NEW

- **General Tab**
  - In the drop-down menu for **Requisition Type**, be sure to select “Release.”
- **Items Tab**
  - Select **Search Items** and click the + to open **Advance Search** fields Next type “PRF46” into the **Description** field and Find It! (alternatively you can also search by Vendor Name)
  - Locate the chosen vendor under the **Any Vendor** heading and select them by the hyperlinked company name. This will refine the search results.
  - Review the **Item Description** to identify the correct category and service area of expertise.
  - Select and add **Quantity** for the category and service area of expertise.
  - Click **Add to Req. & Exit** or **Add to Req. & Next** if you need to add more categories.
  - For each line item added to the Requisition you will need to add Catalog Price/ Unit Cost. To do so click **Enter Info**. The Catalog Price/ Unit Cost should be the agreed upon charges for the services you have requested.
  - Click “Save &Exit”
- **In the Attachment Tab**, you will need to attach the following:
  - Statement of Work
  - Any other bid document (s) at your discretion
- **Summary Tab**
  - Review and Send for Approval
  - Once the Requisition has been approved, the user can then convert to PO and send the order to the vendor.

## Vendor List and Contract Information

Refer to COMMBUYS ([www.COMMBUYS.com](http://www.COMMBUYS.com)) website, click on “Advanced Search” then search by “Document Type,” select “Contract/ Blankets,” type in “PRF46” in the “Contract/ Blankets Description” search field to locate the appropriate Master Blanket Purchase Order (MBPO) for the **Awarded Vendors (48)**, listed below:

Vendor	Contact Person	Email	Phone	MBPO Number	OSD Program
Abt Associates, Inc	Christina Anderson	<a href="mailto:BDU@abtassoc.com">BDU@abtassoc.com</a>	617-349-2856	PO-14-1080-OSD01-OSD10-0000000160	PPD
Accenture	William Kilmartin	<a href="mailto:william.kilmartin@accenture.com">william.kilmartin@accenture.com</a>	617-488-7785	PO-14-1080-OSD01-OSD10-0000000315	PPD
American Development Institute	John Rizzo	<a href="mailto:jizzo@adienergy.com">jizzo@adienergy.com</a>	617-744-9234	PO-14-1080-OSD01-OSD10-00000001329	SBPP, PPD
Bailit Health Purchasing	Michael Bailit	<a href="mailto:jbailit@bailit-health.com">jbailit@bailit-health.com</a>	781-453-1166	PO-14-1080-OSD01-OSD10-0000000161	SBPP, PPD
Cambridge Systematics, Inc	Chris Porter	<a href="mailto:prequalifications@camsys.com">prequalifications@camsys.com</a>	617-354-0167	PO-14-1080-OSD01-OSD10-0000000320	PPD
Center for Ecological Technology	Nancy Nylen	<a href="mailto:nancyn@cetonline.org">nancyn@cetonline.org</a>	413-445-4556	PO-14-1080-OSD01-OSD10-00000001328	
Commonwealth Management Services	Jeanne Benincasa	<a href="mailto:jbenincasa@commonwealthms.com">jbenincasa@commonwealthms.com</a>	781-608-7753	PO-14-1080-OSD01-OSD10-00000001394	SDO, PPD
Debora Bloom Associates	Debora Bloom	<a href="mailto:DBloom@DBloomAssociates.com">DBloom@DBloomAssociates.com</a>	617-323-6566	PO-14-1080-OSD01-OSD10-0000000167	SBPP, SDO, PPD
Dougherty Management Assoc	Richard Dougherty	<a href="mailto:dickd@dmahealth.com">dickd@dmahealth.com</a>	781-863-8003	PO-14-1080-OSD01-OSD10-0000000209	SBPP, PPD
DSM Environmental Services, Inc	Ted Siegler	<a href="mailto:ted@dsmenvironmental.com">ted@dsmenvironmental.com</a>	802-674-2840	PO-14-1080-OSD01-OSD10-0000000299	PPD
Eastern Research Group	Gail Schubert	<a href="mailto:gail.schubert@erg.com">gail.schubert@erg.com</a>	781-674-7350	PO-14-1080-OSD01-OSD10-0000000211	PPD
Fortress, Inc.	Albert Samano III	<a href="mailto:asamano@fortressteam.com">asamano@fortressteam.com</a>	512-248-0548	PO-14-1080-OSD01-OSD10-0000000215	SBPP, SDO, PPD
Hope Worden Kenefick Consulting	Hope Kenefick	<a href="mailto:hopewk@comcast.net">hopewk@comcast.net</a>	508-440-5050	PO-14-1080-OSD01-OSD10-00000001393	SBPP, PPD
HRP Associates Inc.	Jeffrey Sotek	<a href="mailto:jeff.sotek@hrpassociates.com">jeff.sotek@hrpassociates.com</a>	508-407-0009	PO-14-1080-OSD01-OSD10-0000000221	PPD
ICF International	Dean Gouveia	<a href="mailto:dean.gouveia@icfi.com">dean.gouveia@icfi.com</a>	617-250-4240	PO-14-1080-OSD01-OSD10-0000000223	PPD
Industrial Economics, Inc	Charlene E. Charles	<a href="mailto:ccharles@indecon.com">ccharles@indecon.com</a>	617-354-0074	PO-14-1080-OSD01-OSD10-0000000224	PPD
Isurus Market Research and Consulting	John Cole	<a href="mailto:jcole@isurusmrc.com">jcole@isurusmrc.com</a>	617-547-2400		SBPP
Jane Moore Consulting	Jane Moore	<a href="mailto:jmooreconsulting@comcast.net">jmooreconsulting@comcast.net</a>	617-680-2508	PO-14-1080-OSD01-OSD10-0000000225	SBPP, SDO, PPD
JSI Research & Training Institute	Lori McGowan	<a href="mailto:lmcgowan@jsi.com">lmcgowan@jsi.com</a>	617-482-9485	PO-14-1080-OSD01-OSD10-0000000226	PPD
Justice Resource Institute	Andrew Pond	<a href="mailto:MARFP@jri.org">MARFP@jri.org</a>	617-450-0500	PO-14-1080-OSD01-OSD10-0000000228	SDO, PPD
Lynn Rose	Lynn Rose	<a href="mailto:lynnfaith@comcast.net">lynnfaith@comcast.net</a>	413-774-6540	PO-14-1080-OSD01-OSD10-0000000229	SBPP, PPD
M+R Strategic Services	Lori Fresina	<a href="mailto:lfresina@mrss.com">lfresina@mrss.com</a>	617-686-3625	PO-14-1080-OSD01-OSD10-0000000304	PPD
Mabbett & Associates, Inc	Paul Steinberg	<a href="mailto:steinberg@mabbett.com">steinberg@mabbett.com</a>	781-275-6050	PO-14-1080-OSD01-OSD10-0000000231	SBPP, PPD
Mathematica Policy Research, Inc	Pamela Tapscott	<a href="mailto:rfpcenter@mathematica-mpr.com">rfpcenter@mathematica-mpr.com</a>	202-484-9220	PO-14-1080-OSD01-OSD10-0000000232	PPD
Navigant Consulting, Inc	Andrew Kinross	<a href="mailto:akinross@navigant.com">akinross@navigant.com</a>	781-270-8486	PO-14-1080-OSD01-OSD10-0000000234	
NJL Communication	Nancy Lyons	<a href="mailto:nancy@njlcommunication.com">nancy@njlcommunication.com</a>	617-791-3993	PO-14-1080-OSD01-OSD10-00000001371	SBPP, PPD
Northeast Recycling Council	Lynn Rubinstein	<a href="mailto:lynn@nerc.org">lynn@nerc.org</a>	802-254-3636	PO-14-1080-1080C-1080L-00000001313	PPD
Peregrine Energy Group, Inc	Paul Gromer	<a href="mailto:info@peregrinegroup.com">info@peregrinegroup.com</a>	617-367-0777	PO-14-1080-OSD01-OSD10-0000000236	SBPP, PPD
Reidy Associates	Deborah Reidy	<a href="mailto:deborah@reidyassociates.org">deborah@reidyassociates.org</a>	413-536-9256	PO-14-1080-OSD01-OSD10-00000001372	SBPP, SDO, PPD
SITEC Environmental, Inc	A. Raymond Quinn	<a href="mailto:rquinn@sitec-engineering.com">rquinn@sitec-engineering.com</a>	413-536-9256	PO-14-1080-OSD01-OSD10-0000000240	SBPP, PPD
Skumatz Economic Research Associates	Lisa Skumatz	<a href="mailto:skumatz@serainc.com">skumatz@serainc.com</a>	303-494-1178	PO-14-1080-OSD01-OSD10-00000001391	PPD
Synapse Energy Economics Inc	Melissa Schultz	<a href="mailto:mschultz@synapse-energy.com">mschultz@synapse-energy.com</a>	303-494-1178	PO-14-1080-OSD01-OSD10-0000000242	SBPP, PPD
Tellus Institute	James Goldstein	<a href="mailto:jgold@tellus.org">jgold@tellus.org</a>	617-266-5400	PO-14-1080-OSD01-OSD10-0000000243	SBPP, PPD
The Cadmus Group, Inc	David Beavers	<a href="mailto:commpass@CadmusGroup.com">commpass@CadmusGroup.com</a>	617-673-7000	PO-14-1080-OSD01-OSD10-0000000302	PPD
The Ripples Group	Thomas Innis	<a href="mailto:tinnis@ripplesgroup.com">tinnis@ripplesgroup.com</a>	617-435-8587	PO-14-1080-OSD01-OSD10-0000000245	PPD
UMass Donahue Institute	Laura Eve-Cowles	<a href="mailto:leve-cowles@donahue.umassp.edu">leve-cowles@donahue.umassp.edu</a>	413-545-0001	PO-14-1080-OSD01-OSD10-0000000246	PPD
Weston & Sampson Engineers, Inc	Kimberly Plourde	<a href="mailto:plourdek@wseinc.com">plourdek@wseinc.com</a>	978-532-1900	PO-14-1080-1080C-1080L-00000001314	PPD
World Energy Solutions, Inc	Jonathan Harvey	<a href="mailto:jharvey@worldenergy.com">jharvey@worldenergy.com</a>	508-459-8100	PO-14-1080-OSD01-OSD10-0000000296	PPD

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